

California Energy Commission



CLASSIFICATION:	Deputy Division Chief (will consider Training and Development assignment)
TENURE/TIME BASE:	Permanent/Full-time
SALARY:	\$7,110 - \$7,838
LOCATION:	Fuels and Transportation Division
FINAL FILING DATE:	Until filled

DUTIES/RESPONSIBILITIES: Under the general direction of the Deputy Director of the Fuels and Transportation Division, the Deputy Division Chief is responsible for assisting the Deputy Director in all aspects of the division's programs, policies, and administrative responsibilities. In this capacity, the Deputy Division Chief functions in the place of and as an extension of the Deputy Director. The incumbent will perform the functions of the Deputy Director in their absence. In addition, the Deputy Division Chief has responsibility to manage specific programs and projects and provide oversight and management of the division's administrative and budget functions.

The incumbent will perform the following duties:

- Participate with the Deputy Director in decisions on complex policy matters and on the overall activities, organization, and long-term direction of the division. Develop policy statements, program direction, and division goals as needed.
- Provide management direction and leadership for projects requiring a broad policy perspective and high degree of political sensitivity and develop and provide support and leadership for special projects such as policy reports, environmental documents, legislation review, and special studies that involve interoffice and interdivisional coordination.
- Provide oversight for the division's administrative activities including budget preparation and workplans, contract management, and personnel actions. Evaluate staff activities, projects, and performance to ensure compliance with Commission mandates and policies and to ensure continuity with program missions and goals
- Provide management direction and leadership for sensitive division programs and projects such as special reports and quick responses to the Legislature, Governor, or Commissioners.

RPA 600-186

Position # 6000-4521-002

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- Represent the division at Commission hearings, business meetings, policy and program committee meetings, interdivisional meetings, interagency meetings, project workshops, and other forums.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- knowledge and experience in the functions of a professional manager and team building
- knowledge and experience related to the statutory responsibilities and issues of the Division
- ability to work with internal and external stakeholders to set priorities across a diverse set of programs and activities
- ability to work effectively with and to gain the confidence of staff, management, and Commissioners on policy and technical issues
- ability to coordinate the most sensitive and complex interdivisional and interagency projects and policies
- ability to apply strategic planning principles
- administrative ability and knowledge of State and Commission requirements and procedures in budgeting, workplan preparation, hiring and contracting.

WHO MAY APPLY:

All interested eligible persons are encouraged to apply. Applicants must be currently employed by the California Energy Commission and have either transfer or list eligibility. Please indicate the specific basis of your eligibility for this classification on the state application form, STD. 678. Also include **RPA 600-186** on the application in the area that says Job Titles for which you are applying. Applications will be screened for experience and only the most qualified will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Emily Oren (RPA 600-186) Personnel Office 1516 Ninth Street, MS-3 Sacramento, CA 95814-5504 (916) 654-4100	California Relay (Telephone) Service for the Deaf or Hearing-Impaired From hTDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922